

# **APPLICATION INSTRUCTIONS**

## **MENA Regional Short-Term Visiting Scholar Program in Science & Technology**

### **STEP 1: Learn requirements for submitting an application**

Before you begin the online application you should contact the Fulbright Program Office in your country of application. Deadline dates and application requirements will vary from country to country; you must consult the Fulbright Program Office to ensure you are eligible to apply. The Office will supply you with the Web link to the online application site. Consult the U.S. Department of State's Fulbright Web site for the appropriate office:

<http://fulbright.state.gov/fulbright/fulbrightcommunity/fulbright-commissions>.

### **STEP 2: Record user ID and password in a safe place**

The email address you use to register for the Fulbright Visiting Scholar application is your user ID. Be advised that you must complete your application registration within 24 hours of receiving the application notification message (your temporary password will expire after 24 hours). When you create your user account for the online application by completing the registration you also create your own password. Keep this information in a safe place. You may log in and out of the online application as frequently as you need to. While you cannot change your user ID for the application, if necessary, you can change your password by clicking on 'Update My Account' at the top of the application Home page.

### **STEP 3: Complete the online application**

You do not need to complete the application in one session. You can re-enter the application anytime and edit it. Please remember to save your work frequently. However, once you submit your application you can no longer make any changes to the application. If you find significant errors or omissions, immediately contact the appropriate Fulbright Program Office so your application can be released back to you for corrections.

### **THE FULBRIGHT PROGRAM**

The flagship international educational exchange program sponsored by the U.S. government, widely known as the Fulbright Program, is designed to increase mutual understanding between the people of the United States and those of other countries. With this goal as a starting point, the Fulbright Program has provided more than 300,000 participants—chosen for their leadership potential—with the opportunity to observe each other's political, economic and cultural institutions, exchange ideas and embark on joint ventures of importance to the general welfare of the world's inhabitants.

The Fulbright Program was established in 1946 under legislation introduced by former Senator J. William Fulbright of Arkansas. The Fulbright Program is administered by the Bureau of Educational and Cultural Affairs of the United States Department of State.

Since the establishment of the Program, 46,800 Fulbright Visiting Scholars have conducted research or taught in U.S. universities, and more than 45,200 Fulbright U.S. Scholars have engaged in similar activities abroad. The Fulbright Program awards approximately 800 grants to Visiting Scholars each year. Currently, the Program operates in approximately 155 countries worldwide.

The primary source of funding for the Fulbright Program is an annual appropriation made by the United States Congress to the Department of State. Participating governments and host institutions in foreign countries and in the United States also contribute financially through cost-sharing and indirect support, such as salary supplements, tuition waivers and university housing.

**The J. William Fulbright Foreign Scholarship Board (FSB)**, composed of 12 educational and public leaders appointed by the President of the United States, formulates policy for the administration of the Program, establishes criteria for the selection of candidates and approves candidates nominated for awards.

**The United States Department of State, Bureau of Educational and Cultural Affairs**, develops policies to assure fulfillment of the purposes of the Program and administers it with the assistance of binational educational commissions and foundations in some 50 countries that have executive agreements with the United States for continuing exchange programs, United States embassies in 90 other countries and a number of cooperating agencies in the United States.

**Binational commissions and foundations** propose the annual program plan for exchanges, in consultation with participating universities and organizations in the host country. They also screen, interview, and recommend to the FSB qualified candidates for student and faculty grants under their exchange programs. In a country without a commission or foundation, the Public Affairs Section of the U.S. Embassy develops the program and supervises it locally.

**The Council for International Exchange of Scholars (CIES)**, under a cooperative agreement with the Department of State, administers the Fulbright Scholar Program for faculty and professionals. CIES is a division of the Institute of International Education (IIE) and has close working relationships with the major disciplinary bodies in the humanities, social sciences and natural sciences. During the terms of their grants in the United States, Fulbright lecturers and researchers are assisted by CIES.

**Council for International Exchange of Scholars**

3007 Tilden Street, NW, Suite 5L, Washington, DC 20008-3009

Web site: [www.cies.org](http://www.cies.org) • E-mail: [visitingfulbrightscholar@cies.iie.org](mailto:visitingfulbrightscholar@cies.iie.org)

# The Fulbright Program and General Requirements

## OVERVIEW OF THE FULBRIGHT VISITING SCHOLAR PROGRAM

The mission of the Fulbright Scholar Program is to increase mutual understanding between the people of the United States and people of other countries. It aims to provide educational exchange experiences to a maximum number of individuals not previously afforded such an opportunity. The experience should be of intrinsic value to the scholar, the recipient's home institution, its faculty and its students, as well as to the U.S. host institution. Fulbright Scholars serve as cultural ambassadors and should be prepared to speak about their countries, cultures and research to academic and community groups.

The Program has provided thousands of scholars with the opportunity to establish professional contacts in their field and make long-lasting friendships with colleagues in the United States; to develop collaborative research relationships with U.S. scholars; and to enhance their scholarly publications and other contributions with research conducted in the United States.

## ELIGIBILITY REQUIREMENTS FOR VISITING SCHOLAR APPLICANTS

You must possess all of the following qualifications in order to be eligible unless specific exemptions are stated by the Fulbright Commission or Public Affairs Section of the U.S. Embassy (hereafter called "Fulbright organization") in the country from which you are applying.

- **Citizenship or permanent resident status qualifying you to hold a valid passport issued in the country in which the application is made.** Persons selected for a Fulbright grant will be required to submit a copy of their passport data page to the Fulbright organization. Persons applying for or holding permanent residence in the United States are not eligible. Persons who are citizens of both a partner country and the United States are also ineligible. Fulbright Scholars enter the United States on an Exchange Visitor (J-1) visa under a U.S. Department of State program and are subject to the two-year home-country residency requirement associated with the J-1 visa. NOTE: Scholars and their dependents who have held J visas with sponsorship of more than six months are not eligible to reenter as J-1 researchers or lecturers for 12 months following the program sponsorship end date. In addition, scholars who have previously held a J visa in the professor or research scholar category are not eligible for sponsorship again in those two categories for a period of 24 months following the program sponsorship end date.
- **Doctoral degree or equivalent professional training or experience at the time of application.** For professionals and artists outside academe, recognized professional standing and substantial professional accomplishment is expected.
- **A detailed project statement addressing all components outlined in the instructions.**
- **Proficiency in English sufficient to effectively carry out grant activities in the United States.** You may be required to take an English proficiency examination or submit a TOEFL score.
- **Sound physical and mental health.** Those selected for a Fulbright grant are required to submit a Medical History and Examination Report before their grants can be finalized.

**In addition, you should note the following conditions affecting review and selection of candidates:**

- Applicants will be considered without regard to race, religion, sex, age, and/or physical impairment.
- Preference is given to those without recent experience in the United States.
- Applicants who have previously received a scholar grant under the Fulbright Program of more than two months are ineligible to apply for another grant within five years from the date of termination of the previous grant, unless an exception has been granted.
- Applicants should be representative and responsible citizens who can contribute to a full and fair picture of the culture of their own countries and thereby contribute to understanding between the people of the United States and their country. They should also demonstrate the cross-cultural sensitivity and flexibility needed to adjust successfully to life in the United States.

**Grants are not for the principal purpose of**

- Attending conferences
- Completing doctoral dissertations
- Travel and consultation at multiple institutions, or
- Clinical medical research involving patient contact\*

## **APPLICATION AND REVIEW PROCESS**

- You must submit your application by the deadline set by the Fulbright organization in your country of application.
- Initial screening and endorsement of a scholar's application are done by the Fulbright organization in your country of application.
- The application is then forwarded to CIES and the U.S. Department of State by the Fulbright organization in your country of application. Final selection for all grants is made by the J. William Fulbright Foreign Scholarship Board.
- You will be notified by the Fulbright organization in your country of application if you are selected, based on the timeline set by that organization. Before a grant can be confirmed, a Medical History and Examination Report is required and will be reviewed by appropriate personnel.
- It is the policy of the J. William Fulbright Foreign Scholarship Board not to give to individual applicants, to others inquiring on their behalf, or to the public generally, the specific reasons for selection or non-selection of applicants for awards under the program, to the extent not required to do so as a matter of law.

# Preparing the Application

## FIRST STEPS

- **Planning ahead**—Advance planning will give you as much time as possible to put together a thoughtful and compelling application. Applicant review and final selection are based upon the actual application and accompanying materials.
- **Consulting with colleagues**—You are encouraged to consult with current or former Fulbright Scholars from your own country or the United States. Fulbright alumni and current participants can provide valuable guidance in formulating a competitive project statement.

## GENERAL APPLICATION GUIDELINES

- At the time of application, you must submit the following: (a) application form; (b) detailed project statement; (c) detailed curriculum vitae; (d) and three reference letters
- To ensure correct completion of the application, **carefully read the detailed instructions** provided in these guidelines.
- All items **must be in English**.
- The entire application **must be submitted online**. Use 10-point or larger font on all parts of the application.
- Responses to questions on application must adhere to established character limits. **You may not attach additional pages** to answer these questions.
- Proofread the entire application before submitting it. The **application should be free of grammatical and spelling errors**.

## COMPLETING THE APPLICATION FORM

***Please read the instructions carefully before completing each item.***

### Preliminary Questions

#### **Preliminary 1. U.S. Permanent Residency**

If you have or are applying for U.S. permanent residency, you are **ineligible** for the Fulbright Program.

#### **Preliminary 2. Home Country/Country Applying from**

Country from which you are applying for a Fulbright Scholar grant. [Verify citizenship requirements with the Fulbright Commission or U.S. Embassy in your country of application.](#)

#### **Preliminary 3. Program**

Select ***Fulbright Visiting Scholar Program for Iraq/Regional Fulbright Visiting Scholar Program for MENA in Science & Technology*** from the pull down menu. (NOTE- These are two separate programs, though the same application and instructions are used for both.)

#### **Preliminary 4. Category of Grant**

Select the appropriate value from the pull down menu for the type of grant you are seeking: ***faculty development and research.***

## Online Application Instructions

#### **Personal Information 1. Home Country/Country Applying from**

This will auto-populate from the selection you made during your application registration.

#### **Personal Information 2. Program**

This will auto-populate from the selection you made during your application registration

#### **Personal Information 3.**

##### **3a. Special award name**

Please select “**MENA S&T**” to apply for the Regional Short-Term Visiting Scholar Program in Science & Technology.

3b. Select the cohort to which you are applying from the drop-down list.

3c. This field will auto-populate to display “senior scholar.”

#### **Personal Information 4. Category of Grant**

This will auto-populate from the selection you made during your application registration.

#### **Personal Information 5. Title**

Select the most appropriate title from the drop-down menu.

**Personal Information 6. *Family Name, First Name, Middle Name***

**Enter your name exactly as it appears on your passport.** This spelling will be used on all documents related to your grant and immigration paperwork.

**Personal Information 7. *Gender***

Select your gender from the drop-down menu.

**Personal Information 8. *Country of Citizenship***

Select the country in which you hold primary citizenship from the drop-down menu. [Verify citizenship requirements with the Fulbright Commission or U.S. Embassy in your country of application.](#)

**Personal Information 9. *Country of Legal Residence***

Select the country in which you legally reside from the drop-down menu.

**Personal Information 10. *U.S. Permanent Residency***

This will auto-populate from the selection you made during your application registration and cannot be changed. Applicants who have U.S. permanent residency status or are seeking it are ineligible for the Fulbright Visiting Scholar

**Personal Information 11. *Date of Birth (Month/Day/Year)***

Select the name of birth month, day and year from the drop-down menus.

**Personal Information 12. *City/Country of Birth***

Enter your city of birth in English.

Select your country of birth from the drop-down menu.

**Employment Information 13. *Current Position and Start Date, Department/Office, Institution***

Select your current position title from the drop-down menu. *If you do not find your position title, please select Other from the drop-down menu and type your title in the text box in English.*

List the name of your institution, department or office, city, and province/state **in English.**

If you are an independent scholar or currently unemployed please click the '*independent scholar/unaffiliated*' box and enter your residence address.

**Academic Credentials 14. *Academic Credentials***

State the degree earned and its equivalency in English (Ph.D., Doctorate, Masters, etc.). Include only your highest terminal degree(s) here. You may include a maximum of three academic credentials.

Enter the Institution name where you obtained the degree.

Select country, discipline, name of diploma/degree, date received from the drop-down menus.

**Academic Credentials 15. *Significant Professional Accomplishments and Publications***

Professional accomplishments may include teaching and research awards, compositions and exhibitions, etc.

Do not write "See curriculum vitae." List accomplishments and publications as instructed below.

List up to three principal publications with the title, publication date and publisher's name. (A complete listing of all publications should be included in your curriculum vitae.) Use the following format for bibliographic citation and distinguish between books and articles: for books, give title (underlined), publisher and date; for articles, give title (in quotation marks), journal or collection (underlined) and date.

Limit your list to a maximum of five accomplishments and publications that can be listed within the space provided.

700 character limit, use Roman characters only.

For space consideration, separate each item with a semicolon or number rather than beginning a new line; avoid using hard returns in your response.

**Academic Credentials 16. *Previous Fulbright Scholar Grant(s)***

Include only Fulbright Scholar grants awarded through CIES (e.g. Visiting Fulbright Scholar Program). If you have received any other award through the Fulbright Program (such as Fulbright Student or Fulbright-Hays grants), include this experience in '**Professional Travel 20**' below. Please also see the Notes on Eligibility regarding previous Fulbright grants.

**Project Details 17.**

**This question is not applicable for your program and has been removed.**

**Project Details 18.**

**This question is not applicable for your program and has been removed.**

**Project Details 19.**

**This question is not applicable for your program and has been removed.**

**Project Details 20. *Major Academic Discipline***

Select one discipline from the drop-down menu that best describes your Fulbright project.

**Project Details 21. *Specialization(s)***



List subfields within the broad academic discipline in which you specialize (for example, environmental law, history of modern cinema, class and ethnicity in politics, women and social policies in African societies, Chinese religion and philosophy).

**Project Details 22. *State Department Field of Study and Primary Specialization***

Select the most appropriate field of study and specialization from the drop down menus

**Professional Information 23. *Professional Travel and/or Residence Abroad During the Last Five Years***

List the most relevant professional travel and/or residence abroad during the last five years.

Be sure to include residence in the United States during the last five years. If you entered the United States on a J visa, please indicate the J category (professor, research scholar, student, specialist, short-term scholar, etc.) and provide copies of your previous DS-2019, if available.

**Professional Information 24. *Professional Memberships***

List the four most relevant cultural, educational, and professional organizations that you belong to.

**References 25. *Identification of Referees***

List the names and contact information of three persons from whom you have requested a letter of reference.

References must be completed in English.

**English Proficiency 26. *Self-Assessment of English Proficiency***

Indicate your personal assessment of your level of competence in English.

An English proficiency test may be conducted by the Fulbright organization representative if you are from a non-English-speaking country. The results of this test should be attached to the application by the Fulbright organization.

**Question 27.**

**This question is not applicable for your program and has been removed.**

**Contact/Family Information 28. *Home Mailing Address***

Enter your Home mailing address.

Select the country from the drop-down menu.

**Contact/Family Information 29. *Emergency Contact Information***

Enter contact information in the case of an emergency.

Select the country from the drop-down menu.

**Contact/Family Information 30. *Marital Status***

Select the appropriate value from the drop-down menu.

**Note:** Visa eligibility alone does not guarantee that a visa will be issued. That decision is made by the Consular Affairs Section of the U.S. Embassy.

**Alternate Funding 32. *Alternate Funding***

Please list all non-Fulbright funding you expect to receive during your grant (sabbatical funding or other paid leave from your university, personal savings, etc.). Please list funding amounts in U.S. dollars and attach your supporting documentation/financial support statement in the document upload section.

**Survey 33.**

Please mark the check box and, if necessary, type in the text field how you learned about the Fulbright Scholar Program.

**Survey 34.**

Please select from the drop-down menu.

**Survey 35.**

Please select all that apply from the drop-down menu.

**Physical Impairment 36. *Physical Impairment***

This information is gathered for statistical purposes and to ensure appropriate placement and accommodations. *The Fulbright Scholar Program does not discriminate on the basis of race, color, religion, sex, age, national origin or physical impairment.*

**THE PROJECT STATEMENT**

The project statement is the most important component of the Fulbright application. Scholars with the most compelling, well-written proposals are generally recommended for grants. Sometimes those with outstanding professional achievements assume that a brief, general project statement will be sufficient. It is not.

Submit a detailed project statement of no more than three single-spaced pages.

**FORMAT**

Begin the project statement with your name, country, and the discipline-based cohort to which you are applying at the top of page one. At the top of each subsequent page, type your name and country.

Organize your proposal in order of the following points, and use them as headings for sections of text in your statement.

Explain how participation in the program will benefit not only you, but also others (students, department, and administrators) at your university.

Which elements of faculty development and/or academic capacity building do you hope to concentrate on during your grant? (e.g. curriculum development, assessment, educational leadership, educational administration, academic governance, use of technology in the classroom, new methods/research tools in your field, etc.) Explain why.

How do you plan to implement what you learn through participation in the program upon your return to your home country?

Explain the specializations or research interests within your broader academic field that you would like to explore through collaboration with U.S. faculty during your grant.

What do you aspire to learn about American society and culture? Similarly, which aspects of your own culture, history, etc. do you wish to share with American faculty and others in the community where you will be living?

## THE CURRICULUM VITAE

The curriculum vitae describes academic credentials and demonstrates a record of scholarly achievements (document should not exceed six pages). When composing a curriculum vitae, it is important to include:

Education (universities attended, degrees earned and dates received)

Professional positions held

Courses taught and other services provided to students and the home institution

Publications (provide full citations and list them starting with the most recent)

Other professional activities, such as workshops, seminars and consultations

Membership and activities in professional associations

Professional honors, awards and fellowships

Community service

The application asks for similar information, but provides limited space for answers. In the curriculum vitae, you should expand upon these topics to present more completely your accomplishments.

**Note:** Copies of diplomas are not required.

## REFERENCE REPORTS

Candid, frank reference reports or letters of reference help reviewers place your research or teaching proposal within your home institution's current conditions and plans for growth. References also provide evidence of your reputation within your discipline. The Reference Report Form in the application packet suggests qualifications that your referees should address.

You must submit three references. Do not submit more than three references. Please provide your referees a copy of your project statement.

References should be from people qualified to evaluate your professional work; your ability to adapt to another country and culture; and the merits of your suggested plans for sharing what you learn with others in the academic community at your institution.

References can come from your home institution, but at least one of the references should be from a colleague in your field outside your home institution.

If you have recently moved to a new home institution, one of the reference letters should be from your previous institution.

Choose your referees carefully and contact them early. The letters of recommendation need to accompany the application as it could otherwise be weakened by an insufficient number of references.

Do not ask someone for a letter of reference unless the person is well acquainted with your qualifications. A pro forma letter from a well-known scholar, a contact abroad or a prominent government official will carry less weight than a realistic assessment of your abilities from someone who knows you and your work well.

References must be written in or translated into English.

Reference letters should be submitted through the online application system. Consult the Fulbright organization in your country of application whether alternative means of submission are acceptable.

It is your responsibility to ensure that reference reports are submitted by the deadline.